

JOB OPPORTUNITY

10/4/06-11/15/06

Posting dates

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications

Operations and Maintenance Supervisor
(Court Facilities Bureau)

****Position is for the new Plymouth Courthouse****

All applications must be received by : November 15, no later than 5:00 p.m.

POSITION SUMMARY:

Working for the Court Facilities Department of the Administrative Office of the Trial Court (AOTC), the Operations and Maintenance Supervisor manages all aspects of the integrated facility operations and services in one or more court facilities, regionally or multi-regionally, including a 190,000 square foot new Trial Court Complex built in Plymouth. Oversees the supervision of a large, multi-trades workforce engaged in activities associated with the operations and maintenance of court facilities. Also plans, oversees, and coordinates the implementation of construction and capital improvement projects, and directly participates in overall facilities planning for the Judicial branch at designated court locations. The incumbent implements strategic and routine programs for operating and maintaining safe and healthy court facilities, consistent with all applicable codes and regulations, guidelines and industry standard practices, including BOMA and IMFA.

DUTIES AND RESPONSIBILITIES:

- Provides technical leadership for the integrated physical plant activities and programs of the facility, to include maintenance, construction and facilities management.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with state and federal laws and Trial Court policies and procedures.

- Works with AOTC to oversee the planning, coordination, and implementation of major capital improvement projects for the facility. Oversees commissioning and retro commissioning at the facility.
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Oversees the activities of external/and or internal contract personnel; monitors and inspects work to ensure adherence to contract specifications and industry standards. Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Evaluates preventive maintenance programs; modifies programs to increase efficiency and effectiveness.
- Develops, implements, and administers a large, multifaceted operating budget, to include salaries and benefits, utilities, and supplies.
- Establishes and maintains appropriate customer services procedures and standards; interfaces with customers and resolves problems and conflicts as necessary.
- Remains available to the facility on a 24-hour, 7-day on-call basis as principal respondent to physical plant emergencies and off-standard situations, as required.
- Oversees the development and implementation of physical security, safety, and disaster recovery programs, procedures, and operations for the facility.
- Consults and interacts with the Division of Capital Asset Management and Maintenance, AOTC, and external consultants as appropriate regarding facilities modification/repair options, strategies, and cost; develops project specifications and prepares bid documentation.
- Performs miscellaneous job-related duties as assigned. Duties may include activities at other Trial Courthouses.

QUALIFICATIONS:

- Knowledge of customer service standards and procedures.
- Understanding of the integration of physical plant and facilities services operations of a large, complex institutional facility.
- Knowledge in computer aided facility management for HVAC, lighting, etc.
- Skill in organizing resources and establishing priorities.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in the use of computers, preferably in a PC, Windows-based operating environment. Project management and planning skills.
- Ability to foster a cooperative work environment.
- Knowledge of building trades, repairs and maintenance.
- Knowledge of staff hiring procedures.
- Knowledge of contract administration.
- Strong interpersonal, communication and writing skills, and the ability to work effectively with a wide range of constituencies in a diverse judicial community.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Knowledge of federal, state and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance.
- Ability to respond outside of normal working hours on an on-call or pager basis.
- Ability to develop and implement facility contingency programs and procedures.

PREFERRED QUALIFICATIONS

- Bachelor's of Science degree from an accredited college or university in Facility Management, Business Administration or a related field.
- Building Operation certificate.
- Certified Plant Engineer.

CONDITIONS OF EMPLOYMENT:

- Ability to travel to court locations in the Commonwealth.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work involves moderate exposure to unusual, elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises and the following of basic safety precautions.
- Light physical effort. Requires handling of average-weight objects up to 10 pounds or some standing or walking. Effort applies to no more than two (2) hours per day.

SALARY: Starting salary **\$68,207.77**, with annual increases to **\$102,946.85**

Send a resume **and** a completed Trial Court Application for Employment to:

Court Facilities Bureau
Suffolk County Courthouse
3 Pemberton Square, Room 210
Boston, MA 02108
Attn: Maureen Lyons

Trial Court Applications are available at all court locations and at the Administrative Office and can be downloaded from the internet at www.state.ma.us/courts by clicking on Employment Opportunities, then Trial Court Application.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER